



Job Description

Reports to: Brush Area Chamber of Commerce Board of Directors

- The Executive Director is employed by the Board of Directors and is responsible for our organization's structure to be responsive, accountable, honest, caring and committed to operating with integrity and fairness. Specific areas of responsibility include executive leadership and support of the staff of the organization and to the Board of Directors; support positive member relations; and act as a community liaison on chamber programs, events, and activities. It is expected that the Executive Director presents a professional positive image to members and the greater community through appropriate appearance, demeanor, and comments.

Job Duties/Responsibilities:

- Operate the organization in accordance with the Chamber bylaws and procedures.
- Review and recommend modification of policies/procedures and bylaw changes as necessary as well as evaluate and carry out existing policies/procedures. Also, to include long range operating plans.
- Develop strategic plans and policies to assure adequate funding of the Chamber's programs and operations as needed, raise funds for various Chamber programs and community projects.
- Coordinate elections of board members
- Work with other community leaders by meeting with various groups within the business community when such meetings may involve or affect the purpose and function of the Chamber or projects related to the Chamber; report involvement/developments to the board.
- Oversee multiple streams of income and expenditures involving bank accounts owned by the Chamber.
- With the assistance and input of the Chamber Board of Directors, establish an annual operating budget each year.
- Facilitate appointments of chairpersons of all board committees, as well as members of the board
- Develop agendas for all executive committee, board, and nominating committee meetings.
- Actively seek out and receive ideas for additional sources of income.
- Promote growth, retention, and expansion of existing member businesses.
- Recruit, train, supervise Chamber staff employees.
- Skilled in interviewing, hiring, and training new employees.
- Setting expectations for staff and monitoring delegated activities.
- Planning, assigning and directing work.
- Responsible for planning & organizing training for the Chamber Board and its committee members.
- Function as the Main Street Manager in accordance with the Colorado Main Street MOU and Executive Director of the Brush Area Chamber of Commerce Foundation
- The Executive Director shall also perform any additional duties as specified by the Board of Directors. The Chamber staff, along with the Board of Directors, shall act as a team.

Member Relations:

- Responsible for establishing programs for membership recruitment and retention.
- Regularly schedule membership visits.
- Ensure a membership database is maintained with essential membership data.
- Facilitate a visitation program with new businesses to increase membership & existing members to retain theirs.
- Coordinate with committees and local business to effectively evaluate the Chamber from a membership point of view.
- Develop programs and events to attract new members.
- Set goals for acquiring new members, providing a monthly report to the Board on the number and status of those activities.

Other Skills and Qualifications:

Demonstrates strong problem-solving, motivational, communications, organizational, planning, negotiation, and leadership skills, as well as a firm understanding of non-profit budgeting and financials.

- Computer literate and working knowledge of Microsoft products i.e. Word, Excel, Publisher, PowerPoint, On-line QuickBooks.
- Ability to drive and/or provide own transportation is required.
- Lead and execute major fund-raising activities/programs.
- Ability to gain extensive knowledge of the Brush community and region.
- Grant writing ability and reporting experience is preferred.

Education:

- Three to five years of experience is preferred in a business-related field or other leadership position (public administration, chamber of commerce, economic development, or business management)
- Preferred candidates have a degree in a professional discipline and/or the experience relevant to providing executive leadership for an organization of this type or equivalent experience.

Salary:

\$38,000 to \$42,000

Bonus Pay upon annual review.

Benefits:

PTO

Professional Development Opportunities and Assistance

Schedule:

Flexible Hours Tuesday through Saturday

To apply, email a resume and cover letter to Chamber President, Adriana Otero, at adriana@bestlifere.com. **Deadline for applications is September 1st.**